

Shred Your Way To Record Security With

PAPER SHREDDERS



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CONFIDENTIAL RECORDS CAN be as dangerous as they are important. Most companies practice good security while confidential documents are actively used. But too often they get lax when the time comes to scrap records. Use of a paper shredder to destroy documents once they're outlived their usefulness makes sure records don't get compromised—ever. The use of paper shredders doesn't end here. Shredding of other waste products provides you a quick way to keep offices neat.

Paper shredders for office use have applications in every organization, large and small: telephone companies, banks, manufacturers, accounting firms, wholesalers, retailers, savings and loan associations, transportation companies and educational institutions.

Benefits to you

When you shred confidential records that you no longer need, you prevent their falling into unauthorized hands that can harm your company. You keep payroll records, accounts receivable listings, engineering drawings bids, new products proposals, contracts, personnel records secret. You thwart forgery of signatures on legal documents, make sure confidential correspondence stays confidential.

MODERN OFFICE Procedures editors learned of a number of such installations.

One insurance company uses a paper shredder in its executive offices to destroy canceled salary checks, loss drafts, confidential investigative information. A big bank shreds confidential banking records, outdated ledger cards, stock certificates, and so on. They found shredding of this material to be much faster and cleaner than incinerating it.

Schools are among the more recent groups to convert to the advantages of shredding confidential records. Their chief use of paper shredders is to destroy test material that should not be passed on to other students following examinations.

Destruction of changed lists or obsolete unlisted telephone numbers at one telephone company office took four girls thirty minutes a day. The girls had to tear the lists in half one way, then again the other way. Now this office uses a paper shredder that reduces these records to 1/4" wide shreds. Two girls are able to perform the same job in only ten minutes a day. This saves the office eight and one-third hours a week, more than one full day each week.

A West Coast oil company uses

a shredder to destroy obsolete and returned plastic credit cards. Another major oil company sends shredding machines abroad to refineries to destroy maps, surveys, and engineering reports which could otherwise go astray.

You get maximum benefits when you have a well planned record disposal program. When confidential records become obsolete, every extra day you keep them wastes filing and storage dollars. It costs you more than \$200 a year in floor space and personnel charges to maintain one 4-drawer file cabinet. A plan to rid yourself of documents as soon as they lose their usefulness makes sure you don't have useless fat in your files. Techniques to destroy records safely and surely with paper shredders add the final touch of accuracy to an organized disposal procedure for confidential records.

You can also use paper shredders in a disposal program of ordinary waste paper: magazines, newspapers, old general correspondence, incoming envelopes, circulars, cardboard, even outdated punched cards. Shredded paper, when baled, brings you a higher selling price than other forms of waste paper. You can, if you wish, use the shredded paper for packing purposes.

Features of shredders

You can get table or floor models that handle letters and single sheets, card stock, carbon stock, cardboard, magazines and pamphlets up to 10 or 25 sheets thick. Most will accept staples and paper clips.

Some throat-feed models have flat tables, across which the operators pass each item manually. Other flat-table units have conveyor belts to feed material into the shredder gradually. Still other throat-feed models have sloping tables. When the operator places material on the inclined surface, the paper enters the cutting apparatus by gravity.

Most paper shredders turn out strips between 5/16" and 1/32" wide.

Most office models have noise control features to minimize disturbance of office workers while shredders are in operation. This is done frequently by mounting the motors on rubber or spraying cabinets with sound deadening material. V-belt drives further cut down noise. Many paper shredders have self-sharpening blades. All require a minimum of maintenance.

The design of office paper shredders enables them to fit into existing decors. Designers give special attention to cabinet contours as well as to colors and finishes.

Types of installations

There are three basic types of shredder installations. The volume of material to be destroyed, the location of records, and the space limitations within your office can best determine which type suits your particular application:

Satellite—Separate table models at various work stations throughout the organization. Some companies furnish executives their own table model shredders. Similarly, many organizations provide satellite units for individuals in general offices. This lets users destroy papers for which they are personally responsible before the records get into the hands of other persons.

Centralized—Floor models strategically situated within the office area to handle documents and papers to be destroyed. This type of installation is useful when records are concentrated heavily in one area or several areas.

Combined—Satellite units in conjunction with one or more centralized machines. Some firms provide individuals with their own table model shredders for destruction of confidential material, yet use centrally located heavy-duty floor units in different areas to take care of big volume destruction.

When you get ready to buy a paper shredder, find out how many records you have to destroy. Determine where they're located and in what quantity. Find out their types and sizes.

Don't overlook any longer the dangers of haphazard disposal of confidential records. Now's the time to find out where you need safe destruction and buy the office paper shredder that suits your needs best. **MOP**

4 STEPS TO SET UP A DESTRUCTION PROGRAM

1. List the useful life of confidential documents. (Be sure you know the retention periods required by law for certain documents.) Destroy records on their expiration date.

2. Assign record destruction responsibility to specific individuals. Make sure they realize the importance of the job.

3. House inactive confidential records in one place so they're readily available when the time comes to destroy them.

4. Find out where you need office shredders and install them.

THIS CHECKLIST TELLS YOU WHAT RECORDS NEED SAFE DESTRUCTION

Every company has confidential records. Here are some that demand special attention. Check the ones that apply to you.

- Sales reports
- Sales Forecasts
- Bids & Quotations
- Customer Mailing Lists
- Engineering Drawings
- New Product Proposals
- Personnel Records
- Confidential Correspondence & Memos
- Contracts
- Accounts Receivable Lists
- Cost Estimates
- Labor Estimates
- Time Studies
- Research and Development Reports
- Production Reports
- Credit Cards
- Purchase Agreements
- Inventory Reports
- Payroll Data
- Cancelled Checks
- Bank Statements
- Security Holding Statements

Don't overlook microfilm and punched tape. They often contain confidential information that could be damaging to your company.

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